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ASIAN ART MUSEUM OF SAN FRANCISCO

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NOTICE OF MEETING

ASIAN ART COMMISSION

ADMINISTRATION COMMITTEE

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ursday, February 17, 1994 - 2:00 P.M.

e of James Murad, Committee Chairman
Cooper, White and Cooper
201 California Street, 17th Floor
San Francisco, CA 94111

dministration Committee of the Asian Art
will hold its first meeting on Thursday,
, 1994, in the office of James Murad, Cooper,
Cooper, 201 California Street, 17th Floor, San

DISABILITY ACCESS

The meeting will take place in the office of James Murad, Chairman of the Committee at the address above, which is wheelchair accessible.

The following will be made available upon request:

1. American sign language interpreters.
2. A sound enhancement system.
3. A reader during the meeting.

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THE AVERY BRUNDAGE COLLECTION

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ASIAN ART MUSEUM OF SAN FRANCISCO

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NOTICE OF MEETING

ASIAN ART COMMISSION

ADMINISTRATION COMMITTEE

Thursday, February 17, 1994 - 2:00 P.M.

Office of James Murad, Committee Chairman
Cooper, White and Cooper
201 California Street, 17th Floor
San Francisco, CA 94111

The new Administration Committee of the Asian Art Commission will hold its first meeting on Thursday, February 17, 1994, in the office of James Murad, Cooper, White and Cooper, 201 California Street, 17th Floor, San Francisco.

DISABILITY ACCESS

The meeting will take place in the office of James Murad, Chairman of the Committee at the address above, which is wheelchair accessible.

The following will be made available upon request:

1. American sign language interpreters.
2. A sound enhancement system.
3. A reader during the meeting.

THE AVERY BRUNDAGE COLLECTION

GOLDEN GATE PARK

For arrangements for the above, please contact ADA Coordinator, Sherin S. Cole, at 415-668-6405 at least 72 hours prior to the meeting. Late requests will be honored if possible. Minutes of the meeting will be made available in alternative formats upon request.

The closest accessible BART station is the Embarcadero Station. Many accessible MUNI lines serve the area. For information about MUNI accessible services, call 415-923-6142.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the City's accessibility hotline at 415-554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

* *

ORDER OF BUSINESS

1. Discussion: Coordination of the Activities of the Asian Art Commission and the Asian Art Museum Foundation with Respect to the Administration of the Museum.

2. Discussion: Asian Art Museum's Mission Statement

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MINUTES

ASIAN ART COMMISSION

ADMINISTRATION COMMITTEE

Tuesday, March 1, 1994 -- 1:45 p.m.[1]

Museum Society Auxiliary Room, Asian Art Museum

Present: Chairman Presiding: James Murad

Edwin L. Berkowitz
John Z. Bulkeley
Elaine Connell
Marvin Gordon, M.D.
Margaret Haldeman
Constance Miller

Absent: Joan Danforth
Joseph M. Fee
Sally Hambrecht
Roger S. Siboni
M. Glenn Vinson, Jr.

In Attendance:

Johnson S. Bogart, Chair, Asian Art Museum Foundation
Judith L. Teichman, Special Assistant to the Director
Ian R. Wilson, Chair, Asian Art Commission

1. Call to Order

The meeting of the Administration Committee of the Asian Art Commission was called to order at 1:45 p.m. by Chairman James Murad, a quorum being present.

2. Coordination of Administrative Activities of the Asian Art Commission and the Asian Art Museum Foundation

Discussion:

Chairman pointed out that the roles of the Commission and Foundation Board of Trustees have shifted with the decline in City funding and the increase in funding from other sources. The Foundation's role was relatively clear when the Foundation funded acquisitions, special exhibitions, and publications. Now that the Foundation is responsible for two-thirds of the Asian Art Museum's operating budget, there is a great deal of overlap in the role of the Commission as it oversees the operation of the Asian and in the role of the Foundation as it oversees how the funds it provides are expended.

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[1]Immediately following the monthly meeting of the Asian Art Commission.

Chairman Wilson pointed out the anomaly in having two different Finance Committees looking at the same operation from different perspectives. He expressed concern over the confusion caused by having essentially two different faces representing the Asian Art Museum in the communities which it serves, and two different nominating committees recruiting from the same candidate pool. He pointed out the difficulties which the Director and Deputy Director must have in knowing whose directions to accept.

Chairman Wilson urged the members of the Committee to look at the issues raised by the relationship between the roles of the Commission and the Foundation as, ideally, they might be reordered ideally, recognizing that legal constrictions can be addressed later.

In an exchange with Chairman Wilson, Committee members identified some areas of overlap which could cause difficulty; discussed the pros and cons of ways in which functions now served by either the Commission or Foundation might be dealt with differently; and explored a variety of ways of structuring the relationship between the two organizations which might avoid conflict. They also discussed some of the benefits of having two organizations, including more opportunities for people to become involved with the museum in a meaningful way and to diversity membership.

Commission Chair Wilson was followed by Foundation Chair Johnson Bogart, who then shared his thoughts on the difficulties, both perceived and actual, which arise out of having two governing boards involved in the day-to-day activities of the museum.

Committee members discussed the need to involve volunteers and donors, and what they typically see as "rewards" for their contributions, including recognition for their contributions and knowing where their dollars are going and where they fit into the scheme of the organization. Sources for more information on the experience in comparable institutions were suggested.

An idea discussed in several forms involved having a "super" Executive Committee, comprised of representatives of both the Commission and Foundation, or a "super" chief.

3. Discussion of Agenda for Coming Meetings

There was a consensus that the Committee would like to hear at its next meeting what the Director and the Deputy Director of the museum see as problems associated with having two governing boards, if any. The Committee also thought it would be useful to have a discussion with museum consultant Will Phillips on what is involved in developing an appropriate mission statement for the museum.

4. Public Comment

Chairman Murad inquired whether there were members of the public present who wished to address the Committee at this time. There were none present.

5. Adjournment

There being no further business, the meeting was adjourned at 4:15 p.m.

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NOTICE OF MEETING

ASIAN ART COMMISSION

ADMINISTRATION COMMITTEE

Monday, March 21, 1994

Conference Room - Second Floor
Asian Art Museum

DISABILITY ACCESS

The meeting will take place in the Conference Room on the second floor of the Asian Art Museum, which is wheelchair accessible.

The following will be made available upon request:

1. American sign language interpreters.
2. A sound enhancement system.
3. A reader during the meeting.

For arrangements for the above, please contact ADA Coordinator, Sherin S. Cole, at 415-668-6405 at least 72 hours prior to the meeting. Late requests will be honored if possible. Minutes of the meeting will be made available in alternative formats upon request.

The closest accessible BART station is at Glen Park. Accessible MUNI lines serving the Asian Art Museum are #44 O'Shaughnessy and #71 Haight-Noriega. For information about MUNI accessible services, call 415-923-6142.

There is accessible parking available at the following locations:

1. Staff parking lot located on the northeast side of the building.

2. At both ends of the Music Concourse.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the City's accessibility hotline at 415-554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

* *

PLEASE CALL MARGE LINDSAY (668-2278) TO ADVISE IF YOU WILL OR WILL NOT ATTEND.

1. Approval of Minutes of March 1, 1994 meeting

2. Discussion: Coordination of the Activities of the Asian Art Commission and the Asian Art Museum Foundation with Respect to the Administration of the Museum.

3. Discussion: Asian Art Museum's Mission Statement

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MINUTES

ASIAN ART COMMISSION

ADMINISTRATION COMMITTEE

Monday, March 21, 1994 -- 2:00 P.M.

Conference Room, Asian Art Museum

Present: Chairman Presiding: James Murad

Edwin L. Berkowitz
John Z. Bulkeley
Elaine Connell
Marvin Gordon, M.D.
Margaret Haldeman
Sally Hambrecht
Constance Miller

Absent: Joan Danforth
Joseph M. Fee
M. Glenn Vinson, Jr.

In Attendance:

Will Phillips, Quality Management - Quality Museums
Judith L. Teichman, Special Assistant to the Director

1. Call to Order

The meeting of the Administration Committee of the Asian Art Commission was called to order at 2:10 p.m. by Chairman James Murad, a quorum being present.

2. Approval of Minutes

The minutes of the February 17, 1994 meeting, having been mailed to all present, were approved as written.

3. Introduction by Chair

Chairman James Murad introduced Will Phillips, the business and museum consultant who facilitated the joint Asian Art Commission and Asian Art Museum Foundation retreat in January. Mr. Phillips was asked to share his thoughts on missions and governance.

6. Discussion of Agenda for Coming Meetings

There was a consensus that the Committee would like to hear at its next meeting from the Director and the Deputy Director of the Asian Art Museum.

4. Public Comment

Chairman Murad inquired whether there were members of the public present who wished to address the Committee at this time. There were none present.

8. Adjournment

There being no further business, the meeting was adjourned at 4:30 p.m.

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NOTICE OF MEETING

ASIAN ART COMMISSION

ADMINISTRATION COMMITTEE

Tuesday, May 3, 1994 - 2:00-4:00 P.M.
(Immediately following Commission/Foundation Meetings)

Conference Room - Second Floor
Asian Art Museum

DISABILITY ACCESS

The meeting will take place in the Conference Room on the second floor of the Asian Art Museum, which is wheelchair accessible.

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* *

PLEASE CALL MARGE LINDSAY (668-2278) TO ADVISE IF YOU WILL OR WILL NOT ATTEND.

1. Approval of Minutes of March 1 and March 21, 1994 meetings

2. Discussion: Coordination of the Activities of the Asian Art Commission and the Asian Art Museum Foundation with Respect to the Administration of the Museum.

3. Discussion: Asian Art Museum's Mission Statement